11. Postcard Trailers Administration

11.1 Summary

The Postcard Trailer Administration screen (Figure 11.1) allows you to update (i.e., add, delete and edit) the list of products. (See Preface for an explanation of user privileges.) To open the Postcard Trailer Administration screen, select Postcard Trailers Administration from the drop-down list of Administration options.

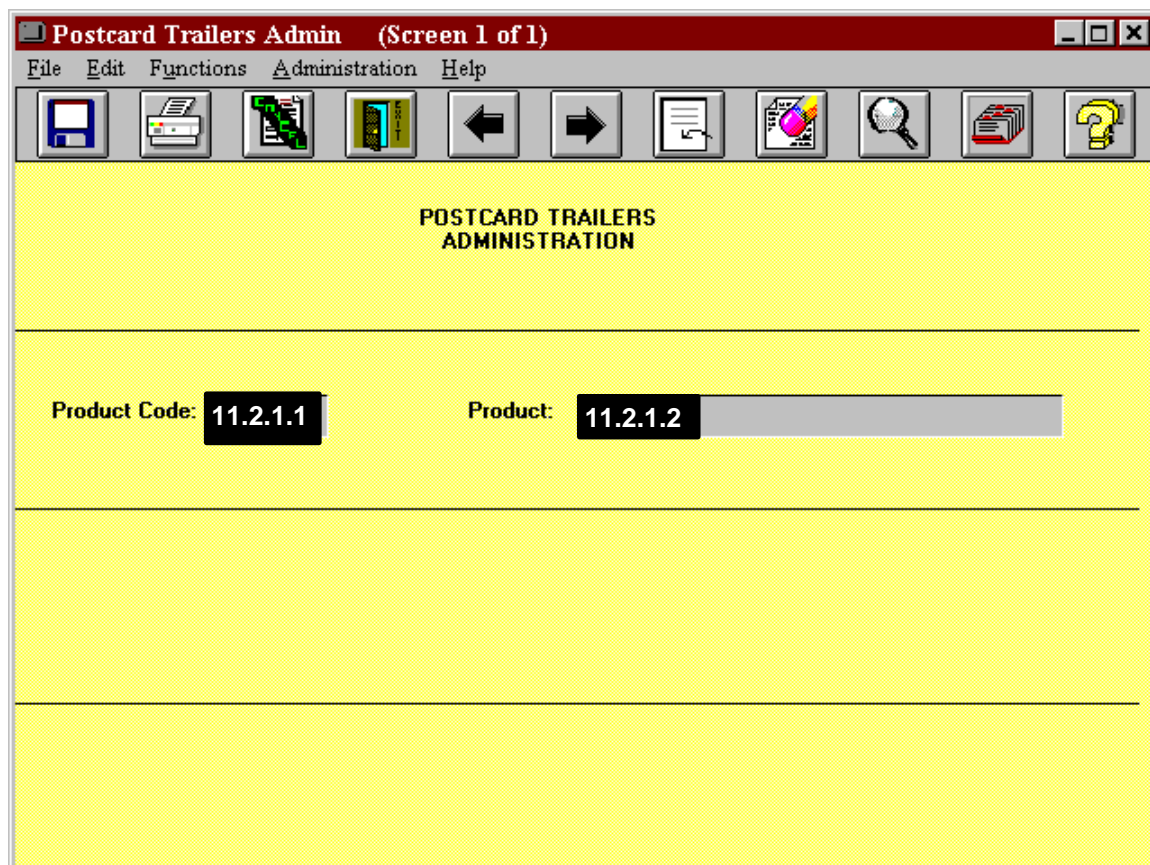## 11.2 Postcard Trailers Admin Screen

Figure 11.1 Postcard Trailers Admin Screen
(Numbers in data boxes refer to section numbers.)

11.2.1 Fields for Postcard Trailers Administration Screen

11.2.1.1 Product Code

Enter the identifier (up to 4 alphanumeric characters) assigned to the product.

11.2.1.2 Product Description

Enter a description for the product (up to 30 alphanumeric characters).

11.3 Adding New Products

If you want to add information for a new product, select **New**. (Click on the New icon or select New from the drop-down list of File options.) When you do this, the application places the cursor in the Product Code box. Type in the code, and then press Tab or Enter. This moves the cursor to the Product data box. Type in the description. After you enter your information, click the Save icon or select Save from the drop-down list of File options. A pop-up message (Figure 11.2) will tell you that the save was successful.

Figure 11.2 Record Saved Pop-Up Message

11.4 Editing Product Information

To change (or view) product information, you must first find and display that record. To do this select Open by clicking on the Open icon or selecting Open from the drop-down list of File options.) When you select Open, the search window shown in Figure 11.3 pops up on your monitor. To find the product you want, type in its Product Code, and then click on **Search**.

Figure 11.3 Postcard Trailers Administration Search Pop-Up Window

When you click **Search**, the application searches for the record that matches your search criteria. One of two things will happen as a result of the search: a matching record will be found or no matching record will be found. If a matching record is found, it is displayed on the Postcard Trailers Administration screen.

If a matching record is not found, a message window (Figure 11.4) pops up on your monitor informing you that "No data met your search criteria." Click on **OK** to make this window disappear.
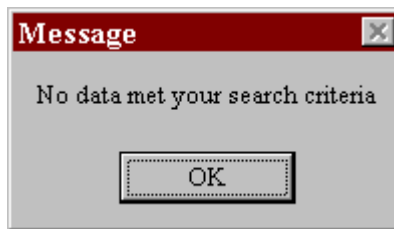
Figure 11.4 No Data...Pop-Up Window

If a record was found and displayed, you can edit the Product description. The Product data box is automatically highlighted following a search. If you start typing while it is highlighted, all of the highlighted information is deleted and replaced with what you type in. (To edit only a portion of the text, click on the highlighted text. This will "unhighlight" it and place the cursor where you clicked.) *Note: The Product Code data box becomes a protected data box following a search.*

11.5 Deleting a Product

In order to delete a product you must first display that product's information. This procedure is the same as the procedure for displaying a product to edit. (See Opening in Section 11.4.)

Once the product information you want to delete is displayed on the screen, click on the Delete icon or select Delete from the drop-down list of Edit options. When you do, the message window shown in Figure 11.5 pops up on your monitor. Click **Yes** to continue the deletion process, or click **No** to call off your request.
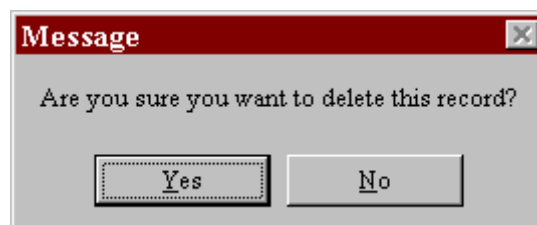
Figure 11.5 Delete Pop-Up Window

If you click **YES**, the system evaluates the record displayed to determine whether or not the code was stored in any other Process Improvement record. If the code was not used, the

system will go ahead and delete it, and then display a message that "The record was successfully deleted."

Figure 11.6 Successful Deletion Pop-Up Message

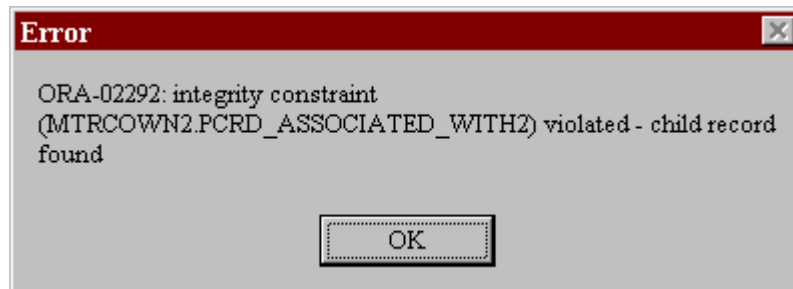If the code was used elsewhere, the system displays a message (Figure 11.7) that the record cannot be deleted. Click **OK** to make this window disappear.

Figure 11.7 Cannot Delete Pop-Up Message